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NO. 2/55

TRAINING OFFICERS MEETING

Thursday
13 Jan 55

SUMMARY OF PROCEEDINGS

ATTENDANCE:



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UNFINISHED BUSINESS:

1. Summary of Proceedings

a. Chairman of the Clandestine Services Training Committee took exception to two points in the Summary of Proceedings No. 1/55 for 6 January.

(1) He advised that the statement under item 2, "Unfinished Business," which reads: "Hereafter, persons who have not had their physical examinations will no longer be excluded from instruction [redacted] is an assumed probability, and that no firm agreement was reached with the Medical Office on this matter." 25X1

(2) In the same summary, item 4, paragraph 2, "Unfinished Business," reads: "The high number of enrollees in course #11 of Clandestine Methods and Techniques dropped to 79 by the opening date of the course; one other person dropped out after the course began. More careful screening of candidates by qualified training officers should eliminate recurrence of the latter and preclude the resultant waste of time." It was generally agreed that this paragraph should be modified in tone; that the word "qualified" should be deleted; and that considering the high original enrollment figure, it was not a matter of grave concern that one person had dropped the course. 25X1

b. Chief, Operations School, advised that the Clandestine Services Review (Minutes for 9 December, item 4, "New Business") will continue as a full three-weeks course.

JOE NO. BOX NO. FID NO. DOC. NO. 24 NO CHANGE
IN CLASS/DECLASS/CLASS CHANGED TO: TS S C RET. JUST. 22
NEXT REV DATE 89 REV DATE 6 Nov 19 REVIEWER [redacted] PPE DOC. 03
NO. PGS 4 CREATION DATE - ORG COMP // OPI // ORG CLASS S
REV CLASS C REV COORD. - AUTH: HR 70-3

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2. Clandestine Services Review

In the future, presentations of this course will devote more attention to the functions of the various offices of DD/I. To further this goal, Clandestine Services Review #2 will be addressed by Mr. Robert Amory, Jr., Deputy Director (Intelligence). Other guest speakers will be: Kermit Roosevelt, Richard Helms, [redacted] Mrs. [redacted] the EE Division representative, asked that Training Officers be permitted to audit portions of the course should it remain undersubscribed.

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3. Test on Who's Who in CIA

[redacted] reported on the test which she had conducted for recent returnees in EE Division. Those who were unable to name key personalities in the Agency or to identify the position occupied by DCI prior to his current appointment were assessed a fine of ten cents for each incorrect answer. This device underscored the gaps in this type of information and netted the Agency's March of Dimes collection a sum of fifteen dollars.

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OTR again emphasized the value of the Induction Course as a means of keeping informed on current organization.

4. Status of OTR's Search for Personnel from DD/P

OTR reported that of the thirty-nine persons on the list received from DD/P divisions, many were not available and only one was suitable for OTR purposes. Full details will be sent to Chief, FI, and Chief, PP, this week by memorandum from DTR.

5. Other Courses: Counterespionage and Operational Security

FE Division Training Officer suggested that OTR build up depth in the Counterespionage course so that it may be run more frequently and accommodate more persons, but OTR advised that it had located no potential Counterespionage assistants. At some future time, it is hoped that Counterespionage instructors may be exchanged periodically with Counterespionage Officers from the Senior Counter-Intelligence Staff.

Operational Security #10 has been cancelled so that the Chief Instructor may divert his services to the needs of the Counterespionage course. The cancellation will effect a reduction in the demand for high-level guest speakers to address both the Advanced Counterespionage and Operational Security courses.

6. Basic Area Survey

The deadline for reports on the Basic Area Survey has been extended to 21 January. To date the proposal has been received with enthusiasm, especially for the Americans Abroad Orientation. It was reported that FE Division already has begun a comprehensive language and area program [redacted]

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7. Requirements for Reporting Course

Deputy Director of Training (DDTR) indicated that two needs confront OTR in regard to establishment of a reports course:

- a) services of a Senior Reports Officer with both headquarters and field experience;
- b) a consistent policy to eliminate the wide divergence of doctrine in reporting.

Action being taken currently includes:

- a) forwarding of a recommendation by the Inspector General for the DCI;
- b) consultation between [] and Chief, Covert Training, with an attempt to hire the former as a part-time reports instructor for agent personnel; 25X1
- c) more intensive instruction by the Intelligence School in analysis, estimates, and research writing fields;
- d) plans for introduction of a course in Intelligence Briefing: i.e., a public speaking course in intelligence (to be taught twice weekly by a contract employee from [] 25X1
- e) arrangements to hire [] as instructor in writing (two-hour sessions, twice weekly). 25X1

The first presentation of the ^{basic}writing (not reporting) course will be primarily for DD/P desk officers between the grades of GS-9 to GS-12, and will begin when [] can make the necessary time available, now estimated as sometime in April. 25X1

8. Techniques of Interviewing and Reporting

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The Basic Orientation Division, Basic School, proposes to introduce a one-week course on the Techniques of Interviewing and Reporting; it will provide practice situations that should prove helpful to students in Clandestine Methods and Techniques and Counterespionage; later it may be added to or become a prerequisite for those courses. Twenty-five enrollees will be accepted for an experimental running scheduled for February, the date to be announced later.

-3-

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9. Training in Essential Skills

DDTR reported favorable reaction to date on the cadre of skills concept, but that supplemental to that there should be a cadre of skilled personnel who would be available for crash assignment anywhere and whose skills would be kept alive by continued training and participation in instruction. The number of currently trained individuals could be determined only by an inventory conducted within each division. It was pointed out that the paper offered no substitute for the 5% quota. Discussion was postponed until such time as additional comments are received.

NEW BUSINESS

1. Relationship between Assessment and Testing Procedures

Chief, Assessment and Evaluation Staff, stated that the EOD and pre-training testing programs have been developed to the point where they should be coordinated much more closely with the assessment process. In the future the full assessment will always include the one-day testing program, making the full assessment a three-day process. (The three days need not be consecutive since the testing program is offered on Fridays and assessments normally are scheduled on Monday and Tuesday.)

Coordination of the programs has two major advantages:

- a) Full assessment will be more complete and more effective;
- b) Use of the one-day testing as a screening device will identify certain problems which can be solved on the basis of the testing program alone (with a considerable saving in time and effort).

The procedure of referral remains the same. The assessment referral should contain a complete statement of the problem. A&E Staff, upon receipt of the form, will study its files and contact the referring office for the next steps in the process. It was emphasized that for this system to work effectively, individuals should be referred as far in advance of the decision-making time as is possible. A memorandum to Training Officers will further define the procedure.

2. Evaluation Reports

Chairman, Clandestine Services Training Committee is preparing a memorandum for Chief, A&E, asking for permission to place evaluation reports in personnel folders. The matter will be considered at a subsequent meeting.

-4-

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